



GRANTEE GUIDE TO FASTER REIMBURSEMENTS

Step 1: Pull out your contract

Step 2: Pull out the "CMI Status Report and Post-Project Audit Documentation"

Step 3: Write your narrative following the CMI Post-Project Audit Document

Step 4: Write your financial status report following the CMI Post-Audit Document

Step 5: Compare the narrative and financial reports to the work plan and budget in your contract. ALL VARIATIONS to your contract should have been discussed with your PA and documented with either a Notice of Change Letter or an amendment prior to your status report submittal.

Step 6: Correct any inconsistencies identified in Step 5

Step 7: Check all of the following:

- ☐ The dates for the reimbursement request fall within the start and end dates of the contract.
- ☐ The budget includes each staff person that worked this reporting period, their hourly rate times number of hours.
- ☐ The hourly rate for each staff person is consistent with the budget in the contract.
- ☐ The staff included in the report are the same as those in the contract.
- ☐ Used the same indirect rate as in the contract budget.
- ☐ Used the same fringe rate as in the contract budget.
- ☐ Mileage is recorded as number of miles times the approved mileage rate.
- ☐ Match is being earned at an amount appropriate to the project and is recorded on the budget form.
- ☐ The "year-to-date" column increased since the last report.
- ☐ There are no negative budget items.
- ☐ The budget form adds correctly.

Step 8: Assemble the report:

- ☐ Cover letter is consistent with the Post-Project Audit Document.
- ☐ Narrative is consistent with the Post-Project Audit Document.
- ☐ Budget adds correctly and is consistent with the Post-Project Audit Document and above.
- ☐ BMP form follows the directions provided by the DEQ (if applicable).
- ☐ ICM form follows the directions provided by the DEQ (if applicable).
- ☐ Included Post-Project Audit Documentation (receipts, proof of payment, invoices, etc.).

Step 9: Submit report timely and in order to be reimbursed promptly.

- ☐ Submit one copy to your SWQD project administrator.
- ☐ Submit the original to the Administration Section of ESSD in Lansing. Note that the DEQ cannot pay from faxed copies.